

AGENDA

Career Service Panel
Office of Research and Development
14 August 1972

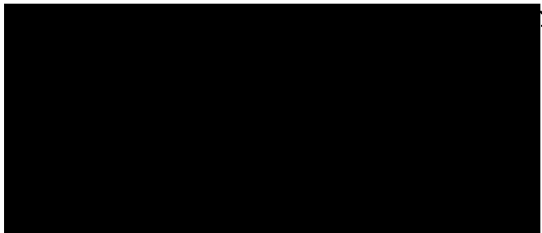
0900 hours
Room 607 - Conference Room

- 25X1A9a
1. Briefing on the Performance Appraisal Workshop
[REDACTED]
 2. Review of agenda for 14 August 1972
 3. Review of minutes for 10 July 1972
 4. a. Staff changes
b. Promotions
c. Training notes [REDACTED] 25X1A9a
 5. Report on CSP actions sent to D/ORD
[REDACTED] 25X1A9a
 6. New Business
 - a. Performance Appraisal Workshop
 7. CSP Status and Studies [REDACTED] 25X1A9a

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EYES ONLY

CAREER SERVICE PANEL
Minutes of the Meeting
14 August 1972

Attendees:



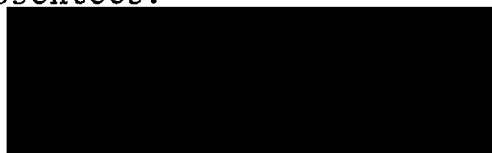
Secretary

Special Visitor

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[Redacted], Office of Training

Absentees:



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1. The Chairman declared a quorum and called the meeting to order at 0936 hours.

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2. At the invitation of the ORD/CSP members, [Redacted] Office of Training, addressed the Panel members on the course objectives of the Performance Appraisal Workshop. He stated that the Workshop is designed to: (1) impress the participants with the importance of Performance Appraisal as a managerial tool, (2) provide current Agency policy guidance, (3) provide a variety of approaches which can increase the rater's objectivity and decrease trends toward escalation in ratings on the fitness report, and (4) clarify the function of the narrative segment of the fitness report and the utility of the interview.

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[Redacted] went on to state that the Workshop will not be a success if (a) the ORD Division Chiefs don't feel a clear and obvious need for such guidance, and (b) if they ask for written evidence that this kind of Workshop will be able to solve all the problems on fitness reports.

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[Redacted] informed the Panel that some of the general comments to come out of the Workshop have been: (1) employees do not feel they are being rated properly, (2) supervisors do not like to prepare fitness reports, and (3) 50% of the people rated have an interview or counseling session of five minutes.

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2. (Continued)

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██████████ told the Panel about some of the points discussed by FMSAC and NPIC and, through the exchange of experience and opinions of the participants, some of the information and knowledge that was gained:

a. FMSAC had much discussion on whether the rater should see what the reviewer had said about his appraisal.

b. NPIC found out that it would be to their advantage to have Form 45i, Directions for Completing Form 45, Fitness Report, available when preparing fitness reports. ██████████ stated that this form should be attached to the fitness report for the supervisor to use in preparing the evaluation.) 25X1A9a

c. FMSAC and NPIC found out that there was a need for improvement in the narrative comments and interviews; a need for interchange of ideas on what items on a fitness report were deemed important; and a consensus of what the supervisor should be putting into the narrative section.

d. FMSAC and NPIC were also concerned with whether the job description fit the performance appraisal of the employee.

e. Discussions were held by FMSAC and NPIC on whether the employee should complete the description of duties on the fitness report instead of the supervisor.

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██████████ listed the mechanics of the Performance Appraisal Workshop as follows:

a. Prior to the course with a lead time of about 12 working days, OTR will send a questionnaire to each participant, and the completed forms will give OTR feedback on the attitudes of the people attending and what important points they wish to cover. This questionnaire normally takes about one hour to complete.

b. A reading kit will be provided to the participant five working days prior to the course.

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2. (Continued)

c. On the day of the Workshop, participants will be assigned to teams. Teams will be given questions to answer and make a presentation in the afternoon. An example of a problem might be performance appraisal versus the whole process from the day the supervisor starts rating his people to the time when the fitness report is to be completed -- this is a year long process. After the teams have made their presentations in the afternoon, there will be a general wrap-up of the Workshop.

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3. [REDACTED] for his briefing and told him that the ORD/CSP would inform him of their decision on whether they wished to schedule the Performance Appraisal Workshop for ORD supervisors.

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4. [REDACTED] inquired of the CSP members present whether they wanted to:

a. Make a decision on the Workshop at this meeting, or

b. Wait until all Division Chiefs were present to vote.

It was decided by the CSP members present to make it an item under New Business on the 14 August 1972 Agenda.

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5. [REDACTED] requested that [REDACTED] be asked to provide the Panel with study results on performance letter ratings on fitness reports according to grade level such as: (1) GS-9s and above, and (2) below GS-9s. The Chairman instructed the Recording Secretary to inform [REDACTED] of this request.

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25X1A9a 6. [REDACTED] asked that an Item 7 be added to the Agenda for 14 August 1972 calling for discussion of CSP/ORD status.

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7. [REDACTED] stated that [REDACTED] report from the Sub-Panel for Evaluation Criteria and the Career Review Techniques and Methodology Sub-Panel which had been scheduled for discussion at the August meeting had been rescheduled for the September meeting. [REDACTED] stated he would inform [REDACTED] about this decision.

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[REDACTED] report on Career Development will then be rescheduled for the October meeting.

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[REDACTED] Recording Secretary reported to the Panel for [REDACTED] as follows:

a. There were no additions, reassignments, resignations, or QSI approvals.

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b. [REDACTED] AN/ORD has been approved for promotion from GS-11 to GS-12.

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c. [REDACTED] GS-13 resigned from LWOP effective 11 August 1972. (P-C/ORD)

d. There were no advance training notes.

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9. [REDACTED] reported to the Panel that Dr. Stevens was unable to attend this meeting because he will be on leave for the next two weeks, but he will attend the CSP meeting in September.

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10. [REDACTED] moved that ORD contact [REDACTED] to set up a functional one-day Performance Appraisal Workshop to include all ORD raters. Mr. [REDACTED] seconded the motion. Three members were for and two opposed the motion. Motion carried.

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11. Discussion followed on CSP status and what the CSP members should do on projections that should be made in light of anticipated situations. [REDACTED] felt the CSP should be making some plans as to how it should handle major personnel problems. No decisions were made.

12. The next CSP meeting was scheduled for 11 September 1972 at 0900 hours.

13. Meeting adjourned at 1045 hours.

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[REDACTED]
Chairman, CSP/ORD

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[REDACTED]
Executive Secretary, CSP/ORD

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